

**AGENDA
 PARK RAPIDS CITY COUNCIL MEETING
 TUESDAY, JANUARY 22, 2019, 6:00 PM
 PARK RAPIDS CITY COUNCIL CHAMBERS
 PARK RAPIDS, MINNESOTA**

Page

1. **CALL TO ORDER:** *The Pledge of Allegiance will be recited by all those present.*

2. **ROLL CALL**

3. **APPROVE AGENDA:** *Councilmembers may add or delete items on the agenda at this time.*

4. **APPOINTMENT OF COUNCILMEMBER:**
 - 4.1. Letters of Interest 1
 - A. Tim Little 2
 - B. Lynette McFarren 3
 - C. Thomas G. Petschl..... 4
 - D. Robb Swanson..... 5-6
 - E. Robert Wills..... 7-8

 - 4.2. Resolution Appointing a Councilmember for the City of Park Rapids..... 9

 - 4.3. Oath of Office for Newly Appointed Councilmember 10

5. **APPROVE MINUTES:**
 - 5.1. City Council Regular Meeting Minutes-January 8, 2019 11-22

6. **FINANCE:**
 - 6.1. Payables and Prepaids 23-29

7. **CONSENT AGENDA:** *All items listed with an (*) are considered to be non-controversial by the staff, but not necessarily by the Council, and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff or Citizen so requests, in which case, the item will be removed from the consent agenda and considered immediately following consent vote.*

*7.1.	Resolution #2019-__ Approve Temporary On-Sale Liquor Licenses for Park Rapids Community Development Corporation in the City of Park Rapids	30
*7.2.	Approve Park Rapids City Local Board of Appeal and Equalization Meeting for April 10 th , 2019, at 10:00 a.m. to be held in the City Council Chambers at 212 Second Street West	31
*7.3.	Resolution #2019-__ Re-Appointing Ruth Ann Campton to Serve on the Parks and Beautification Board for the City of Park Rapids.....	32-33
*7.4.	Resolution #2019-__ Appointing Laurie Conzemius to Serve on the Park Rapids Library Board for the City of Park Rapids	34-35
*7.5.	Approve Advertisement for the Current Open City Committee Positions.....	36-37
*7.6.	Approve Pay Request in the Amount of \$1,500.00 for Revise LLC for the 2019 Annual Subscription Service for the City's Website	38-39
*7.7.	Approve Plumber's Permit to Work in the City of Park Rapids in 2019 for Ecowater Systems, Rasmussen Plumbing Inc, Tim Ulvin Plumbing Inc, and Hass Geosystems Inc.....	40
*7.8.	Approve Backhoe Operator's Licenses to Work in the City of Park Rapids in 2019 for Thelen's Excavating Inc, and Racer Construction Inc.	41
*7.9.	Approve Repairs to the Front Entrance Door at Rapids Spirits in the Amount of \$1,490.00 by Vaneps Construction	42-45
*7.10.	UTILITY BILLING: Approve Credit in the Amount of \$139.35 for the Sewer Portion of the 2018 Fourth Quarter Billing for Mid-Soda Enterprises, at 701 Riverside Avenue, Account #02-00070100-00-0, PID #32.45.52600	46-47
*7.11.	UTILITY BILLING: Approve Waiving Interest Charges on the 2018 Fourth Quarter Billing, until the past due amount is paid in full, if monthly payments are not received on time interest will be applied to the remainder of the bill, for Mid-Soda Enterprises, at 701 Riverside Avenue, Account #02-00070100-00-0, PID #32.45.52600	48-49
*7.12.	Resolution #2019-__ Ratifying Park Rapids Fire Department Officers for the City of Park Rapids.....	50-51
*7.13.	Resolution #2019-__ Permitting the Destruction of Aged Documents as Determined by Adopted Minnesota General Records Retention Schedule	52

*7.14.	Resolution #2019-__ Approve Purchase in the Amount of \$700.00 for a Flat Screen Television and the Wall Mounting Bracket for the Conference Room in the Public Works/Safety Building	53
*7.15.	Resolution #2019-__ Approving Wage Adjustment for Full Time Park Rapids Police Chief Jeffrey Appel	54-55
*7.16.	Approve Pay Request in the Amount of \$3,210.00 to Ron Dick d.b.a. Municipal Inspections for Professional Services for Inspections at the Middle School Apartments.....	56-58
*7.17.	Approve Pay Request in the Amount of \$9,597.91 to Minnesota Public Facilities Authority for Bond Payments on the Water Treatment Facility and the Water Tower	59-60
*7.18.	Approve Pay Request in the Amount of \$36,726.98 to BHH Partners for Architectural Services for the City Hall – Phase Two Remodel Project	61-64
*7.19.	Approve Pay Request in the Amount of \$3,500.00 to Paul Bunyan Task Force for the Park Rapids Police Department 2019 Membership Fees.....	65-66
*7.20.	Approve Pay Request in the Amount of \$5,945.00 to Lexipol for the Policy Manual Update Subscription Service for the Park Rapids Police Department.....	67-68
*7.21.	Approve Pay Request in the Amount of \$20,000.00 to SLL Inc. for Professional Services for the First Half of the City’s 2019 Property Tax Evaluations	69-70
*7.22.	Resolution #2019-__ Accepting Contracting Work by Haataja Construction Inc for the City Hall – Phase Two Remodel Project.....	71
*7.23.	Approve Final Pay Request in the Amount of \$18,826.40 to Haataja Construction Inc. for Professional Services for the City Hall – Phase Two Remodel Project	72-75
*7.24.	Resolution #2019-__ Authorizing Proper City Officials to Execute the Grant Contract No.144779 by and between the Minnesota Department of Natural Resources and the City of Park Rapids	76-85
*7.25.	Resolution #2019-__ Authorizing Proper City Officials to Execute the Paperwork Associated with the Mutual Aid Agreements for the City of Park Rapids.....	86-94

8. COMMENTS FROM CITIZENS: *Individuals may address the City Council at this time about any item not contained on the regular agenda. The Council will take no official action on items discussed, with the exception of referral to staff for future report. If there are no comments, the City Council will continue with the regular agenda.*

9. PLANNING:

9.1. Resolution Authorizing Cooperation with the Headwaters Regional Development Commission (HRDC) and the City of Park Rapids, Minnesota, for Community-Wide Application to the Minnesota Pollution Control Agency (MPCA) for a Brownfields Environmental Assessment Grant..... 95-98

10. GENERAL BUSINESS:

10.1. Resolution Authorizing Guidelines for Approval of Small Wireless Facilities in the Public Right of Way for the City of Park Rapids 99-116

10.2. Housing Grant..... Mary Thompson

10.3. Charles and Unnamed Street Development 117

A. Resolution Authorizing Proper City Officials to Execute the Paperwork to Extend the Term of the EJCDC Agreement by and between Apex Engineering Group and the City of Park Rapids..... 118-119

B. Resolution Authorizing Proper City Officials to Execute the Task Oder No. 13 for Charles and Unnamed Street Improvement Project by and between Apex Engineering Group Inc and the City of Park Rapids 120-124

10.4. Resolution Appointing Councilmembers to Various City Committee, Boards & Commissions..... 125-134

10.5. Pay Equity..... 135-141

11. CITY ADMINISTRATOR COMMENTS

12. DEPARTMENT HEAD UPDATES

13. MINUTES/REPORTS/INFORMATION: *Some of the information included here is in draft form, and is subject to change.*

13.1. 2018 Year End Planning Report 142-144

13.2. Building Official’s Year End Report for 2018..... 145-149

13.3. Rental Inspector’s Year End Report for 2018 150

13.4. Finance Committee Meeting Minutes-January 7, 2019..... 151-152

13.5. MN DNR Water Appropriation Permit Application..... 153-160

14. COMMENTS FROM COUNCIL

15. ADJOURNMENT